

DEPARTMENT OF FINANCE AND ADMINISTRATION
Administrative Memorandums

300.23 TITLE: Outside Employment
ISSUING OFFICE: Director's Office
DISTRIBUTION THROUGH: All DFA Employees (LEVEL)
DATE ISSUED/REVISED: 2/25/85 REPLACES: _____ DATED: _____

Outside employment, or second jobs, should be undertaken only after the employee has discussed such a possibility with their supervisor. On occasion there is the possibility of a conflict of interest, in both a legal sense and in terms of priorities. State employment should be considered the primary job of all full-time employees of this Department.

No secondary employment or personal income producing interest is to be engaged in during state business hours, or supported by state facilities, such as the telephone, copy equipment, supplies or subordinate personnel. The agency telephone number should not be advertised or provided to others for use as a non-state government business number.